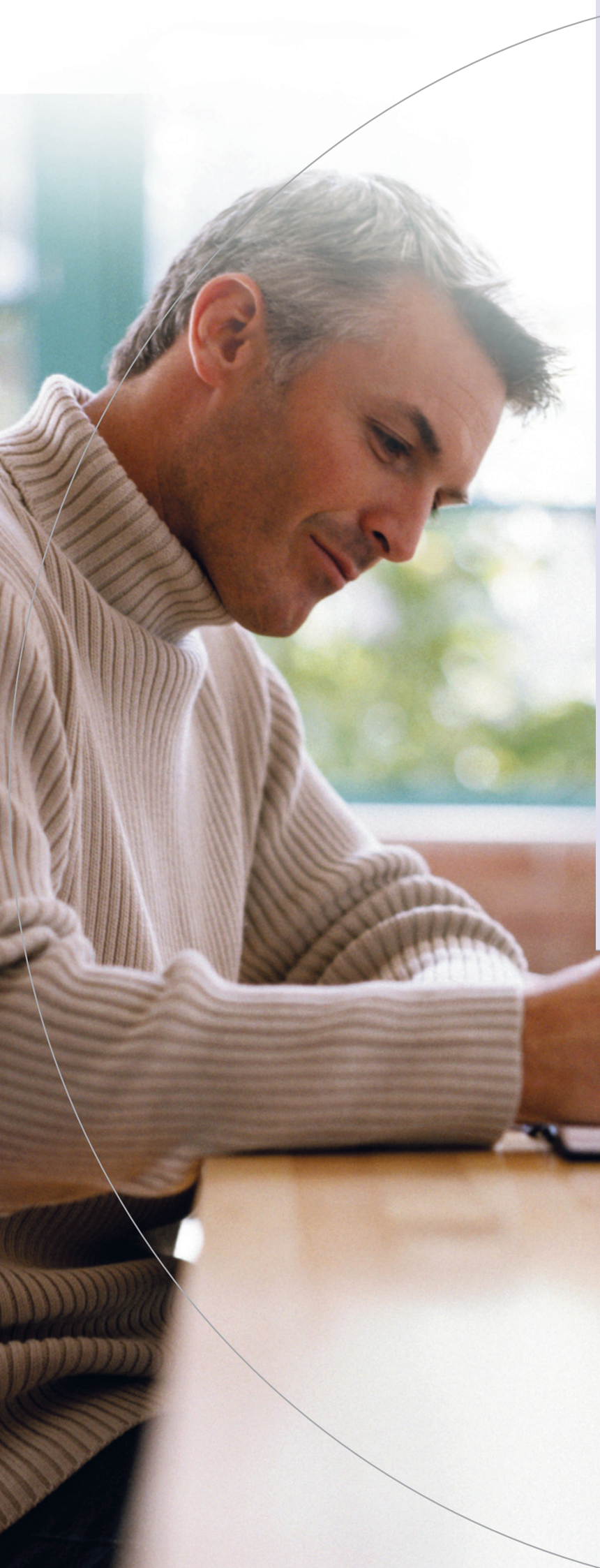
The Qualified Lawyers Transfer Test

October 2004

The College of Law
of England and Wales



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The Qualified Lawyers Transfer Test

With the increasing globalisation of legal firms, today's successful lawyers need to be internationally aware. Fundamental to this awareness is the ability to work within different legal systems and lawyers with a dual qualification will be better placed to offer a more comprehensive service to clients.

Lawyers qualified in certain countries outside England and Wales, as well as UK barristers, can requalify as solicitors by successfully completing a conversion test offered by The College of Law known as the Qualified Lawyers Transfer Test (QLTT). Following admission by the Law Society, a solicitor qualified through the QLTT has the same right to practise as any other solicitor in England and Wales.

The Test covers four subjects (known as Heads):

Head I:	**Property**	3 hour written examination
Head II:	**Litigation** (Civil or Criminal)	3 hour written examination
Head III:	**Professional Conduct & Accounts**	2 hour written examination
Head IV:	**Principles of Common Law**	oral examination

Currently, The College of Law's QLTT runs twice a year in April and October and sittings are offered in London, Toronto, Sydney and Hong Kong. We are pleased to announce that The College of Law has been accredited to run the QLTT six times a year and plans to do so in 2005.

Flexible study

We offer a range of study options to help prepare for the Test. Distance learning offers the opportunity to study at home and at your own pace, whilst face-to-face tuition supplements home study by reinforcing your learning and providing the chance to meet College staff and other candidates.

Distance learning

A study pack comprising:

- Specially written study manuals, based on textbooks suggested by the QLTT Board of Examiners. The manuals emphasise the most important topics, supply a structured framework to enable effective learning and contain advice on study and examination techniques
- 'Test your knowledge' questions to aid progress
- Assignments marked by an expert in the subject and returned with comments and model answers
- Test papers from the two most recent sittings (**suggested answers for these papers are not available**)
- Answers to specific subject queries. Queries can be sent by e-mail, post or fax and a tutor will deal with them at the first opportunity.

No specimen answers or assignments are provided for the oral test. However, the study pack contains guidance on how to prepare for the examination.

Fees

- Property (Probate & Conveyancing): **£295**
- Litigation (Civil or Criminal): **£275**
- Professional Conduct & Accounts: **£275**
- Principles of Common Law: **£295**

Face-to-face tuition

A choice of evening or weekend courses based on the distance learning materials to reinforce key syllabus topics.

We offer two choices of tuition:

Evening tuition

A series of six lectures in central London from 18.30-21.00

Fees and dates

- Property (Probate & Conveyancing): **£495**
  Six successive Thursdays from 26 August 2004
- Civil Litigation: **£495**
  Six successive Wednesdays from 25 August 2004
- Professional Conduct & Accounts **£495**
  Six successive Tuesdays from 24 August 2004

More Information

Certificate of Eligibility

Before entering for the QLTT Test, you must first obtain a Certificate of Eligibility from the Law Society of England and Wales. This will confirm which Heads of the Test you must pass, together with any requirement for further training.

Please contact the Law Society at the following address to obtain a certificate application form:

Information Services, The Law Society, Ipsley Court, Redditch, Worcestershire B98 0TD, UK
tel: +44 (0)20 7242 1222 fax: +44 (0)20 7320 5964
e-mail: info.services@lawsociety.org.uk
or visit: www.lawsociety.org.uk

As the issuing process normally takes 6-8 weeks, we advise you to apply for your certificate as early as possible.

What to study

Each certificate application is considered separately depending on an individual applicant's experience, title and 'primary jurisdiction' (where the individual first qualified as a lawyer). As a guide, general requirements for some common jurisdictions are as follows:

Jurisdiction	Head
Australia, barristers of England and Wales, Canada (excluding Quebec), most commonwealth lawyers	**Head III** Professional Conduct and Accounts
Canada (Quebec only), EU Lawyers, Sri Lanka	**All** four Heads
Israel, South Africa	**Head I, III & IV** Property, Professional Conduct & Accounts, Principles of Common Law
Scottish solicitors	**Head I** Property
Nigeria, US attorneys	**Head I, II & III** Property, Litigation, Professional Conduct & Accounts

For a full list of jurisdictions and lawyers who are eligible to transfer under the Qualified Lawyers Transfer Regulations, please visit the Law Society's website at **www.lawsociety.org.uk**

Weekend tuition

Held on Saturdays in central London from 09.30-17.30

Fees and dates

- Property (Probate & Conveyancing): **£495**
  Two successive Saturdays 4 &11 September 2004
- Civil Litigation: **£360**
  Saturday 28 August 2004 only
- Professional Conduct & Accounts: **£495**
  Two successive Saturdays 18 & 25 September 2004
- Principles of Common Law: **£360**
  Saturday 2 October 2004 only

Revision sessions

We also offer revision sessions during the build-up to the Test. Designed to consolidate existing knowledge, the sessions help in refining examination technique to maximise marks in the exam.

Enrolment on revision sessions is open to all and is not dependent on attending a programme of tuition.

Fees and dates

Central London venue

- Property (Probate & Conveyancing): **£195**
  We offer a choice of two sessions as follows:
  Saturday 9 October **OR** Monday 11 October 2004
  from 14.00-18.00
- Civil Litigation: **£150**
  Tuesday 12 October from 14.00-18.00
- Professional Conduct & Accounts: **£150**
  We offer a choice of two sessions as follows:
  Saturday 9 October **OR** Monday 11 October 2004
  from 09.00-13.00
- Principles of Common Law: **£150**
  Tuesday 12 October 2004 from 09.00-13.00

Candidates should note that to pass the exam, they need to satisfy the examiners that they possess such knowledge of the English language as is necessary for the pursuit of the profession of solicitor in England and Wales. The tuition and revision sessions will assume that those attending will have achieved such a standard.

Please note that you do not need to hold a Certificate of Eligibility from the Law Society of England and Wales to enrol for tuition and/or revision course(s).

Open book examination

The QLTT is a test of aptitude rather than memory and candidates are allowed to take into the examination any book, document or other written material. Candidates will be examined on the law as it is in force on the day of the examination and should ensure knowledge and study materials are up-to-date. They are not required to draft letters, statements of case or other documents in any of the Heads.

For Heads I and II only, candidates may be required to comment on, or extract information from, documents included in the question paper. Copies of such documents will be provided in advance of the Test, together with an indication of the broad topic areas that are to be tested.

Reading list

Candidates may find it helpful to refer to the books mentioned in the suggested reading list for each Head which is accessible from our website at **www.college-of-law.co.uk** or available on request. For Head III, a copy of the Law Society's 'Guide to the Professional Conduct of Solicitors' should be taken into the examination.

Syllabus and regulations

These are accessible from our website at **www.college-of-law.co.uk** or available on request.

Pass marks

To pass a written Head of the Test, a candidate must gain at least 50% of the available marks. Please note that for Professional Conduct & Accounts, candidates must also obtain at least 50% of the marks attributable to the Professional Conduct/Financial Services half of the paper.

Special needs

If you require special examination arrangements, please enclose full details of your needs with your application form, together with supporting medical or other evidence. We will contact you to discuss what facilities can be arranged for you.

The Four Heads

Property (Head I)

The Property Test will be of three hours duration and candidates may take into the Test any book, document or other written material. The question paper will cover Conveyancing & Wills and Probate & Administration. An equal number of marks will be allocated to the two sections of the Syllabus.

The question paper in Head I will be in one part and candidates will be required to answer two compulsory questions and also any two questions out of the remaining four.

Litigation (Head II)

The Litigation Test will be of three hours duration and candidates may take into the Test any book, document or other written material. The question paper will be divided into two parts: Civil and Criminal, and each part of the question paper will test both evidence and procedure.

Candidates will be required to answer one part of the question paper only i.e. either Criminal or Civil Litigation. No less than 15% of the marks for the Criminal part will be attributable to evidence issues.

Professional Conduct & Accounts (Head III)

The Professional Conduct & Accounts Test will be of two hours duration and candidates may take into the Test any book, document or other written material. Candidates may also take in a calculator provided that it is silent and non-programmable.

The question paper in Head III will be divided into three parts and candidates will be required to attempt all three parts. Questions on the Solicitors' Accounts Rules will carry 50% of the available marks and questions on Financial Services will carry at least 15% of the available marks.

Candidates MUST obtain at least 50% of the marks attributable to the Professional Conduct/Financial Services half of the paper. If not, candidates fail Head III of the Test irrespective of the number of marks obtained in the Accounts half of the paper.

Principles of Common Law - The Oral Head (Head IV)

The Oral Head is designed to test both knowledge and understanding of the principles of common law and competence in the English language. It covers the English Legal System and the principal statutes and substantive law of Contract and Tort.

Each candidate will be questioned by a panel of assessors and the assessment will be videotaped in case it is necessary to review examination performance later.

Candidates will be tested on the different areas covered by the syllabus. In addition, candidates will be required to prepare one part of the syllabus in more detail ('the Advance Topic'). Notification of the Advance Topic allocated to each candidate will be sent out a reasonable time before the Test.

Immediately before the start of the Test, each candidate will be given a document containing a law report, extract from a law report or some statutory provision relating to the Advance Topic allocated to that candidate.

Candidates will be allowed 30 minutes to study the document and make notes on paper provided by the College and may use any book, document or other written material they have brought with them. However, candidates may not communicate with anyone during this time.

Candidates will be asked questions on the Advance Topic and the document during the Test. These questions will be designed to ensure that candidates are able to study and assimilate an area of Common Law and to deal with problems arising out of that area of the law.

Contacting us

For further information, please call Client Services on **+44 (0)1483 460210**, e-mail **QLTT@lawcol.co.uk** or visit our website at **www.college-of-law.co.uk**

Please send all correspondence to: Client Services, Professional Development Department, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA, UK

How to apply

1. Face-to-face tuition

Please complete the application form on page 9/10. The deadline for face-to-face tuition is **Friday 13 August 2004**.

2. Test

Once you have received your Certificate of Eligibility, please complete the application form on page 9/10. The deadline for Test applications is **Wednesday 22 September 2004**.

After these deadlines, applications will be processed subject to availability.

Subject	Date of examination	Location			
		London	Toronto	Sydney	Hong Kong
Property	Wednesday 27 October 2004	14.00-17.00	09.00-12.00	n/a	n/a
Litigation	Thursday 28 October 2004	14.00-17.00	09.00-12.00	n/a	n/a
Professional Conduct & Accounts	Friday 29 October 2004	12.30-14.30	08.00-10.00	20.30-22.30	19.00-21.00
Principles of Common Law	Saturday 30 October 2004	London only - candidates will be given individual appointments			

Fees

	London £	Toronto £	Sydney £	Hong Kong £
Property, Litigation, Professional Conduct & Accounts (written)				
Any one subject	80	110	80	80
Any two subjects	175	240	n/a	n/a
All three subjects	250	340	n/a	n/a
Principles of Common Law (oral)				
Oral exam only	200	n/a	n/a	n/a
Any one subject, plus oral exam	280	n/a	n/a	n/a
Any two subjects, plus oral exam	375	n/a	n/a	n/a
All four subjects	450	n/a	n/a	n/a
***Registration fee for sitting: £240**				
No VAT is to be added to the above fees				

*The registration fee allows you to sit your paper over two consecutive sittings. Thereafter, a further registration fee is payable.

PLEASE NOTE THAT AS THE COLLEGE'S QLTT IS OFTEN OVER SUBSCRIBED AND SPACES ARE LIMITED, EARLY BOOKING IS ADVISED TO SECURE YOUR PLACE.

If you are taking Head III and are based in the Asia Pacific region, please note that your Test application will be administered by The College of Law Alliance. The College of Law Alliance is an alliance of The Colleges of Law in England & Wales, Australia and New Zealand.

The College of Law of England and Wales

Application form

Your details

PLEASE COMPLETE IN BLOCK CAPITALS AND PHOTOCOPY IF YOU REQUIRE MORE THAN ONE FORM

Title: _____ Date of birth: _____

Surname: _____

First name(s): _____

Address to which pre-Test information should be sent:

_____

_____

_____

Town/Country: _____

Postcode/Zipcode: _____

Daytime telephone no.: _____

E-mail address: _____

Fax number: _____

Why did you choose the College for the QLTT?

_____

_____

Employer's name: _____

Employer's address: _____

_____

_____

Postcode/Zipcode: _____

Please address receipt to: ☐ My employer ☐ Myself

Please send study material to: ☐ My office ☐ My home

Please note: course materials are bulky and delivery may require a signature. We therefore recommend that you have the study pack(s) delivered to your office address if possible. The fee includes postage.

Overseas delivery

If you live abroad, the fee includes postage of the study pack(s) by Air Parcel. If you would prefer to receive your study packs more quickly via a courier service, please add £20 per subject if the delivery address is in Europe and £40 per subject for all other destinations. Please tick box if you would like your study pack to be delivered to a non-UK address by courier ☐

Special needs

I require special examination arrangements and enclose full details of my needs, together with supporting medical/other evidence.
Please tick if appropriate ☐

Booking details

I wish to enrol for the following (please tick box as appropriate):

WE CANNOT ACCEPT YOUR APPLICATION UNLESS YOU HAVE READ AND SIGNED THE TERMS & CONDITIONS OVERLEAF.

Type of study

Tuition

Distance learning only

Property ☐	Civil Litigation ☐	Criminal Litigation ☐	Professional Conduct & Accounts ☐	Principles of Common Law ☐
£295	£275	£275	£275	£295

Face-to-face (Fee includes course materials)

				Fee
Property (Probate & Conveyancing)	Evening	Six successive Thursdays from 26 August	☐	£495
	Weekend	Saturdays 4 & 11 September	☐	£495
Civil Litigation	Evening	Six successive Wednesdays from 25 August	☐	£495
	Weekend	Saturday 28 August	☐	£360
Criminal Litigation		n/a		
Professional Conduct & Accounts	Evening	Six successive Tuesdays from 24 August	☐	£495
	Weekend	Saturdays from 18 & 25 September	☐	£495
Principles of Common Law	Weekend only	Saturday 2 October	☐	£360

Revision sessions

						Fee
Property (Probate & Conveyancing)	Saturday 9 October	☐	**OR**	Monday 11 October	☐	£195
Civil Litigation	Tuesday 12 October	☐				£150
Professional Conduct & Accounts	Saturday 9 October	☐	**OR**	Monday 11 October	☐	£150
Principles of Common Law	Tuesday 12 October	☐				£150

Test

		London	Toronto	Sydney	Hong Kong
Property	Wednesday 27 October	☐	☐	n/a	n/a
Civil Litigation **OR**	Thursday 28 October	☐	☐	n/a	n/a
Criminal Litigation **OR**	Thursday 28 October	☐	☐	n/a	n/a
Professional Conduct & Accounts	Friday 29 October	☐	☐	☐	☐
Principles of Common Law	Saturday 30 October	☐	n/a	n/a	n/a
	Registration fee: £240	☑	☑	☑	☑

Deadline for face-to-face tuition applications: Friday 13 August 2004
Deadline for Test applications: Wednesday 22 September 2004
If you wish to attend tuition, we recommend submitting an application for tuition and the Test at the same time by the earlier date.

For Test fees details, please see page 8

Payment details

Please fill in the following:

Total cost of selected subject(s)	£ _____
PLUS overseas courier fee (See page 9 for details)	£ _____
Registration fee (if applying for the Test)	£ 240.00
Total cost	**£** _____

I enclose a cheque or money order made payable to **The College of Law** for £ _____

I wish to pay by Credit/Debit card

Charge £ _____ to my ☐ Visa Card ☐ Mastercard ☐ Switch

Card no. _____

Valid from _____ Expiry date _____ Issue no. (Switch only) _____

Cardholder _____

Date _____ Signature _____

Completed application forms

Please enclose the following with your completed application form:

- a cheque or money order drawn on a branch of a UK bank (made payable to **The College of Law**) for the appropriate entry fee, plus courier fees if necessary.
- a photocopy of your Certificate of Eligibility issued by the Law Society.
- any supporting documentation relating to special needs.

Terms and conditions

General

- Enrolment for a tuition or revision session does not constitute enrolment for the examination itself.
- Payment: Fees must be paid in full upon enrolment and are non-refundable. A booking can only be made when payment is received.
- The copyright of all course materials remains that of The College of Law. Such materials may not be produced either in whole or in part, by any method whatsoever, without prior permission having been given in writing by The College of Law. Once supplied, course materials become the personal property of the student to whom they are issued and may not be used by any other person.
- The dates, time and venues of the exam, tuition and revision sessions are provisional. Whilst the College will try to adhere to the published programme, we reserve the right to make changes or to cancel a programme if this becomes necessary. Any changes will be notified in advance.
- Prices are correct at time of going to press - 05/04. Prices are only valid for the October 2004 sitting of the QLTT.
- All places offered on the tuition, revision sessions and Test are subject to availability and demand. Please ensure you have read the Test Regulations prior to signing below.
- You will receive written confirmation of your booking. Joining instructions will be forwarded approximately 2 weeks prior to the start of the tuition, revision session or Test.

Early booking

Tuition, revision sessions and Test: Places are limited and early booking is recommended. Once the maximum number of candidates is reached for a particular session, we will not be able to accept any further bookings for that session.

Test entry

- Any legal proceedings, whether in contract or otherwise, arising out of, or in connection with an application to sit the Test shall be subject to the exclusive jurisdiction of the courts of England.
- Any contract between you and The College of Law of England and Wales shall be governed by the law of England.
- Any examination paper written by the candidate and/or recordings made at the Head IV (Oral) Test shall be the property of The College of Law of England and Wales and by signing this booking form, you waive any intellectual property right in such.
- The College of Law will discharge its obligations in relation to the provision of any advance information or materials relating to the Test by sending the relevant information or materials to the candidate by first class mail/airmail at the address specified by the candidate on their application form under the heading "Address to which pre-Test information should be sent". No appeal against a decision of the Examination Board will lie on the grounds that the information or materials was/were not received by the candidate.
- Applicable law: You will be examined on the law as it is in force on the day of the examination. It is your responsibility to make sure your knowledge and study materials are up-to-date.
- Registration fee: The registration fee of £240 allows you to sit your papers over two consecutive sittings. Thereafter, a further registration fee is payable.

Cancellation

By the candidate: All fees are non-refundable. If you fail to attend any tuition, revision sessions or Test for which an enrolment has been made, the full fee will be charged.

By the College: In the unlikely event that we have to cancel, the course fee will be reimbursed (less the cost of the distance learning materials if applicable), but the College shall incur no further liability.

Deferral

To postpone one or more Heads of the Test, The College of Law must be notified in writing at least 10 working days before the date of the examination.
An administration charge of £30 will be charged.

A partial credit reflecting the difference between the fees paid and the fees due for any Heads taken in that sitting will be carried over against an enrolment by the same candidate for the next Test sitting. The fee to be carried forward will be confirmed in writing. A new application for the next Test to be entered must be submitted, together with the balance of the fee before the Test deadline.

Data protection

The College of Law needs to hold certain personal information about its candidates. Information will be held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. For further details of the Data Protection policy and Data Protection declaration, please visit our website at **www.college-of-law.co.uk** Agreement to the processing of personal data is a condition of acceptance onto any course. By enrolling on an examination or tuition course you signify your agreement to this processing.

Acceptance of terms and conditions

Your booking cannot be accepted if you have not signed to accept the above terms and conditions.

I accept the Terms and Conditions detailed herein.

Signature _____

Date _____

FOR OFFICE USE ONLY

Course	
Price	
Date received	
Entered	
Inv. No.	

Please send your completed application to: **Client Services, Professional Development Department, The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA, UK**

www.college-of-law.co.uk

The College of Law
of England and Wales

The College of Law, Braboeuf Manor, Portsmouth Road, St Catherines, Guildford, Surrey GU3 1HA
DX: 2400 Guildford Tel: 01483 460200 Fax: 01483 460305 E-mail: info@lawcol.co.uk www.college-of-law.co.uk

The College of Law pursues a policy of continuous development of its courses and services. Any changes are normally subject to approval by regulatory bodies.
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IF8075/0504